

GENERAL CLERK GC2

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam to establish an eligible list for the position of General Clerk GC1 for the Parma City School District.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission, 6617 Ridge Rd. Parma, Ohio (building located behind Parma City Hall - access off Ridgewood Dr.) Your application must be properly filled out and returned by Friday, October 30, 2015 by 4:30 p.m. **There is a \$15.00 non refundable fee when you file your application (payable in cash or money order – no personal checks) said fee is waived for current permanent school board employees or with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on Monday November 2, 2015.
PLACE: Cafeteria at Parma Senior High School, 6285 West 54th Street, Parma, Ohio
TYPE OF EXAM: Multiple choice written exam relating to clerical skills and interpersonal relations, etc. A passing point of 70% will be used. Individuals must pass the written portion of the exam to be eligible to take the performance portion. The performance typing exam will be given on a computer. The performance exam is strictly pass/fail. You must pass both the written and performance exams to be placed on the Eligible List for General Clerk GC2.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: Three year experience in general office work; ability to type 35 wpm; ability to operate standard Office equipment. (see attached job description)
CITIZENSHIP: Must be United States citizen or be in the United States legally.
SECURITY: Job offer conditional upon passing Bureau of Criminal Investigation background check.
PHYSICAL: Job offer conditional upon passing physical examination administered by School Board physician.
SALARY: \$13.45 per hour.

VETERANS on entrance exams who present a certificate of service or honorable discharge papers when filing their application shall receive 20% of their score additional provided they make a passing score.

According to O.A.P.S.E. Contact Article 6.5 present employees of the School Board who pass a civil service exam shall be placed on a Preferred Eligible List for the exam(s) for which they pass.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be addressed, please contact the Civil Service Commission Office.

By order of the Parma Civil Service Commission
John L. Thomas Jr., Chairman
Timothy Boyko
Daniel Hoffman
An Equal Opportunity Employer

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • Parma, Ohio 44134

GENERAL CLERK

WORK SCHEDULE: 40-52 Weeks

JOB CLASSIFICATION: GC2

SALARY SCHEDULE: 5; Code E

CIVIL SERVICE: Classified

RESPONSIBLE TO: Building Principal

- QUALIFICATIONS:**
1. Knowledge of modern office practices and procedures.
 2. Ability to operate standard office equipment.
 3. Ability to keep records accurately.
 4. Ability to deal with the staff and the public in person and on the telephone graciously and in a business-like manner.
 5. Ability to type 35 words per minute.
 6. Knowledge of proper filing methods and procedures.
 7. Minimum competency in mathematical skills.
 8. Ability to meet deadlines.
 9. Ability to maintain confidentiality of information.
 10. Two years of related office experience or equivalent.
 11. Possess regular and predictable attendance.

MAJOR FUNCTIONS: Under general supervision, performs general clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. General typing which may include requisitions, reports, bulletins, letters, memos, etc.
2. Keep appropriate records.
3. Maintain and compile data for reports.
4. Perform general filing.
5. Perform bookkeeping functions and maintain reports necessary to this function.
6. Answer the telephone in a gracious, business-like manner. PBX Operator will work the switchboard console being thoroughly familiar with its operation after training and act as receptionist for the central Office.
7. Be responsible for general office routine unique to that office.
8. Perform other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
2. The position requires the individual to be able to interact with the public and other staff, meet demands from several people and work alone.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.